

WING AE STAFF ASSISTANCE VISIT REPORT

Unit _____ Date _____

AEO _____ Email _____ Phone _____

CMDR _____ Email _____ Phone _____

1. The Aerospace Education Officer (AEO) was appointed by the commander in writing.
_____ Yes _____ No

2. The Aerospace Education Program for Senior Members was monitored in accordance with CAP regulations, policy letters and pamphlets.
_____ Yes _____ No

3. The AEO is progressing in the CAP 215 Specialty Track. _____ Yes _____ No
AEO is presently rated as a:

An AEO: _____ Technician _____ Senior _____ Master

4. The unit Aerospace Education Activity Report was sent to the DAE in accordance with regulations.
_____ Yes _____ No

Report was thorough and well documented. _____ Yes _____ No

Unit commander signed the report. _____ Yes _____ No

5. The unit is participating in the voluntary Aerospace Education Excellence (AEX) Award Program?

_____ Yes _____ No If the unit is participating, describe the activities.

6. Cadet current affairs AE activities have been conducted by the unit? _____ Yes _____ No

If yes, who conducted the last activity? _____

What was discussed? _____

7. The unit has an AE bulletin board (if permitted by building owner). _____ Yes _____ No

If yes, the AE bulletin board has current information? _____ Yes _____ No

8. The unit did consider submitting nominations for the Brewer Awards, A. Scott Crossfield Aerospace Education Teacher of the Year Award, and Crown Circle Award.

_____Yes _____No.

If yes, were nomination forms submitted? _____Yes _____No

If yes, copies of completed nomination forms were available. _____Yes _____No

9. The AEO is utilizing the "How To" material included in CAPP 15, Aerospace Education Officers' Handbook?

_____Yes _____No

10. What is the unit doing "above and beyond" to promote AE internally?

11. What is the unit doing "above and beyond" to promote AE externally?

12. AE support requested by squadron:

13. Comments: